



COUNTY OF SAN BERNARDINO
Workforce Investment Board
POLICY MANUAL

No. 2 (R 2)

ISSUE 1

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By

EFFECTIVE 11/1/04

SUBJECT

ETPL Policies / Procedures

APPROVED

Mike Gallo, Chairman

POLICY STATEMENT: The federal Workforce Investment Act (WIA) requires that vocational training be provided to qualified WIA clients. The vocational training must be offered through the use of eligible training providers such as educational institutions, community-based organizations, non-profit organizations, and for-profit businesses. WIA also specifies the process that the Local Workforce Investment Board, on the behalf of the County, must use to identify potential vocational training providers.

Vocational Training Provider Application Process:

1. Annually the Local Workforce Investment Board (LWIB) will conduct a Solicitation of Interest (SOI) for potential vocational training providers to submit Training Provider and Training Program Initial or subsequent Eligibility Applications.
2. The Jobs and Employment Services Department (JESD) staff will verify the completeness of the applications for entry into the JTA system for submission to the California Employment Development Department (EDD) certification and placement on the state Eligible Training Provider List (ETPL).
3. Subsequent to the annual SOI potential and existing vocational training providers may submit initial applications or changes to existing certified training programs for certification/re-certification to EDD on an as needed basis.
4. The listing of applications that are to be submitted to EDD will be presented to the WIB Employment Resource Committee (ERC) for review and acceptance.
5. Upon recommendation of the ERC the listing is presented to the full WIB for recommendation to the Board of Supervisors to accept and submit to EDD for certification and placement on the State ETPL.
6. JESD staff will identify WIA clients who qualify for training services and provide guidance to the participant in selecting an appropriate training provider and program from the ETPL that will result in employment at a livable wage.
7. Annually the LWIB will commission a study of economic indicators within the County of San Bernardino to determine the occupations in demand by local employers. From this study the LWIB will establish the listing of demand occupations for the fiscal year from which WIA clients will be encouraged to use in selection of careers and/or vocational training programs.
8. Annually the LWIB will use the annual published report of ***The Self-Sufficiency Standard for California*** to establish the hourly rate of pay which is the amount of money that a family needs to be economically self-sufficient. The standard varies by family type, location and cost of living. A livable wage within the County of San Bernardino may be slightly lower than the rate for the Los Angeles area, which encompasses this local area.
9. All training will be provided through a voucher payment system as an Individual Training Account (ITA), which is set up for each WIA client, signed and accepted by the client and the selected training provider and executed by the JESD Director.
10. All training provided through an ITA will be limited to a maximum of \$7,500 per participant per fiscal year. Use of Pell Grants or other resources are required, if available, to offset WIA training costs.
11. JESD staff will be required to report to the ERC performance information regarding ETP credential and job placement rates.

Local Criteria for WIA Vocational Training and ITA:

1. Priority for vocational training must be in WIB established demand occupations.
2. Training must result in employment at a livable wage.
3. Length of training period must not exceed 18 months.
4. Cost of training must not exceed \$7,500 per individual.
5. Job placement rate must equal or be greater than that established by the State of California
6. Credential rate must equal or be greater than that established by the State of California

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